

## SCHEDULES

### 1. During Case Opening there will once again be a checkbox to designate if "Schedules A-J" are missing.

This means you will no longer need to check each individual schedule if A-J are missing.

### 2. The event Schedules A-J has been reactivated and is now called Schedules A-J(ORIGINAL).

Schedules A-J can be used when filing all of the original schedules. It may be used in combination with other events such as Summary of Schedules.

The event, in the Bankruptcy "Other" category, begins by displaying the following message:

THIS EVENT SHOULD ONLY BE USED FOR FILING ORIGINAL SCHEDULES A-J.

THIS EVENT HAS SEVERAL STEPS. PLEASE FOLLOW THE INSTRUCTIONS CAREFULLY.

Next

Clear

Next, the user is asked if creditors or codebtors are being added since the filing of the original matrix. If the answer is "no" the certification language that no creditors or codebtors have been added will appear. If the answer is "yes" the user is prompted to enter the creditors or codebtors, prompted to enter *with* or *without* certificate of service to additional creditors and is charged \$26.00.

Then, in order to fulfill the requirements for statistical information as mandated by Congress, the user is prompted to complete the Summary of Schedules form:

NEXT YOU **MUST** COMPLETE THE SUMMARY OF SCHEDULES FORM.

Next

Clear

**Note:** this is a partial screen of the Summary of Schedules form:

SUMMARY OF SCHEDULES			
Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.			
NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	300.00		
B - Personal Property			
D - Creditors Holding Secured Claims			
E - Creditors Holding Unsecured Priority Claims		3.00	
F - Creditors Holding Unsecured Nonpriority Claims			

Finally, the text will reflect whether or not creditors or codebtors were added.

**3. Individual Schedules** (Schedule A, B, C, D, E, F, G, H, I, J), Bankruptcy "Other" category, should be used when some, but not all, of the original schedules need to be filed. They must be docketed one at a time. Each individual schedule event displays the following message as a reminder:

THIS EVENT SHOULD ONLY BE USED FOR ORIGINAL SCHEDULES.

PLEASE DOCKET ONLY ONE SCHEDULE AT A TIME OR USE THE EVENT SCHEDULES A-J IF YOU ARE FILING ALL SCHEDULES.

Some of the schedule events prompt the user for information. For example, Schedule A asks:

Enter Real Property Amount:

**Individual Schedules D, E, F and H** also ask the user if creditors or codebtors are being added since the filing of the original matrix. If the answer is "no" the certification language that no creditors or codebtors have been added will appear. If the answer is "yes" the user is prompted to enter the creditors or codebtors, prompted to enter *with* or *without* certificate of service to additional creditors or codebtors and is charged \$26.00.

**4. The event Amended Schedules** has been reactivated and is now called **Schedules (AMENDED)**. It is in the Bankruptcy "Other" category. This event should be used when any schedule is amended. It begins with this message:

THIS EVENT HAS SEVERAL STEPS. PLEASE FOLLOW THE INSTRUCTIONS CAREFULLY.

Followed by this prompt:

Which Schedules Are You Amending?

Next, the user is advised that if any of the AMOUNTS are being modified they must change those amounts on the SUMMARY OF SCHEDULES SCREEN:

IF YOU ARE AMENDING ANY OF THE AMOUNTS DISPLAYED ON THE SUMMARY OF SCHEDULES SCREEN YOU MUST ENTER THE NEW AMOUNTS BY TYPING OVER THE EXISTING AMOUNTS.

BY-PASS THAT SCREEN IF YOU DO NOT NEED TO CHANGE AMOUNTS.

This is followed by the SUMMARY OF SCHEDULES SCREEN where the user should make any applicable changes. (see "Schedules A-J" above for example of that screen).

Next, the user is asked to answer "yes" or "no" if they are adding creditors or codebtors, deleting creditors, changing amounts owed to a creditor or changing the classification of a debt.

SELECT YES IF YOU ARE ADDING CREDITORS OR CO-DEBTORS, DELETING CREDITORS, CHANGING THE AMOUNT SPECIFIED AS BEING OWED TO A CREDITOR OR CHANGING THE CLASSIFICATION OF A DEBT.

SELECT NO TO CERTIFY THAT YOU ARE NOT.

If the answer is "no", the applicable certification language is reflected in the final text.

If the answer is "yes", the user is prompted to enter the action they are taking.

Enter one of the following in the blank below to describe the action you are taking:

ADDING CREDITORS OR CO-DEBTORS

DELETING CREDITORS

CHANGING AMOUNT OWED

CHANGING CLASSIFICATION

**Next, the user will be asked to enter creditors who are being added or to by-pass that option if no creditors are being added.**

If you are **ADDING CREDITORS**, please go to the **NEXT PAGE** to enter their names and addresses.

By-pass that screen if you are not adding creditors.

**Next, the user will be prompted to pay a fee.**

**The final text will reflect the action taken and the fees.**